

FIRST UNITED METHODIST
CHURCH

828 LAPEER AVENUE

PORT HURON, MICHIGAN

POLICY

BOOK

FEBRUARY 2011 REVISION

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- XI. **MEMORIAL GIFTS**
The family of the deceased, or responsible party, may wish to request that memorials gifted to the church be designated to a special fund or purpose. This request is possible at any time within six months after the passing of a loved one. If, after one year and consultation with the family, the memorial money has not been designated, it will be placed in the Endowment Fund.
- XII. **COURTYARDS**
Special use of the courtyards must be arranged prior to the desired date through the Church Office. No smoking is permitted.
- XIII. **SUNDAY SELLING**
Selling on Sunday is restricted to Wesley Hall or recreation area of the church and limited to church organizations, provided:
 - A. Profits of such sales are utilized for church-related activities.
 - B. Prior approval be obtained from the Administrative Council by those organizations desiring to hold a sale on Sunday.
 - C. At no time will pressure selling be allowed.
- XIV. **HOLES**
No holes should be drilled in the exterior or interior walls of the Church building without the Board of Trustee's approval.
- XV. **SMOKING**
No smoking is permitted in the church building or courtyards.
- XVI. **ALCOHOLIC BEVERAGES**
No alcoholic beverages and no smoking is permitted in the church building or church grounds. Members of a wedding party will absolutely refrain from the use of alcoholic beverages before the rehearsal or the ceremony.

**POLICY GOVERNING THE USE OF
CHURCH FACILITIES OF
FIRST UNITED METHODIST CHURCH
PORT HURON, MICHIGAN**

According to "The 1980 Discipline of the United Methodist Church", the Board of Trustees has the responsibility of setting policy regarding the use of church property.

(Discipline-page 546, paragraph 2427 states: "Subject to the direction of the Charge Conference as herein provided, the Board of Trustees shall receive and administer all bequests made to the local church, shall receive and administer all trusts, shall invest all trust funds of the local church in conformity with laws of the country, state or like political unit in which the local church is located. The Board of Trustees is encouraged to invest in situations, companies, corporations or funds which make a positive contribution toward the realization of the goals outlined in the social Principles of our church. The Board of Trustees shall have the supervision, oversight and care of all real property owned by the local church and of all property and equipment acquired directly by the local church or by any society, board, class, commission or similar organization connected therewith, etc.")

The Board of Trustees urges that the fullest possible use be made of our church facilities by our church family and by our community. Any outside organization must secure approval of the Board of Trustees or the Minister. To coordinate the use of our facilities, the following policy has been adopted by the Board of Trustees and approved by the Administrative Board.

I. GENERAL

Parts of all of the church, including the sanctuary, shall be available by schedule for church member families, for non-member families for such activities as weddings, receptions, etc., and, by the approval of the Board of Trustees for various non-profit organizations, at specified fees outlined later in this policy.

The drinking or possession of alcoholic beverages shall not be permitted on the church premises or within the church building.

No smoking is permitted within the church building or church courtyards. Any exception is to be approved by the Board of Trustees.

All church property taken from the building must be checked out and in at the church office.

Any donation to the church of equipment or furniture must have the approval of the Board of Trustees.

The church office shall be notified of the purchase and cost of all new items of church furniture and equipment (education or otherwise), etc., so that our inventory may be kept up-to-date. The Office Manger will be responsible for the upkeep and maintenance of all inventory records.

Permission must be obtained from the church office for any decorating or posting on church property.

All monies for all services must go through the church treasury and checks made payable to First United Methodist Church.

China and silver tea services in the church parlor may be used for formal church functions, such as receptions, coffees, etc. Keys for the china cabinet may be obtained from the UMW President or designated representative.

Tables and chairs, stored in the garage, may be loaned to members and constituents with permission from the church office for a limited time. Only the chairs and tables from the garage are available to borrow.

It is the responsibility of the person(s) using any room/area within the church building to return it to its original state, according to the room layout that is posted.

Individuals/Groups using the church building are to secure the opening/closing of the building and to arrange security for the duration of their activity. Exception: when the activity is held Monday—Thursday, security is already provided by the church.

A Building Use Form must be completed and applicable monetary deposit made prior to the scheduled event. This must be done in the church office during normal business hours.

A \$75 deposit will be required when reserving the building. The deposit will be returned should the event be cancelled or when the areas used are returned to the original state.

- E. No tape or wire can be used to attach decorations to the pews, pew candles, or candelabra.
- F. When using Wesley Hall or the Epworth Room for a reception, use only the hooks provided for putting up decorations. (No scotch/masking tape.)
- G. The wedding license is to be provided to the church at least three (3) days prior to the wedding.

WEDDING FEES

	Member/ Constituents	Non- member
Prepare & Enrich Survey	\$ 35	\$ 35
Pastor's fee	—(up to family)—	200
Soloist provided by church	40	40
Organist	150	175
With soloist—additional	25-50	50-75
Additional rehearsals	10	25
Pew Candles	N/C	25
Building Use	N/C	200
Personnel provided	175	175
Sound Technician (if needed)	70	70

All persons must vacate the building before 11:00 p.m. Custodial services necessary after normal hours will be an additional \$20.00 per hour.

- IX. **USE OF THE CHURCH ORGAN**
Our Church Organist will play for all services and weddings. Any exception to this rule must be approved by the Pastor and/or the Organist.
- X. **PARKING LOT**
Overnight parking privileges will be permitted if arrangements are made with the Church Office.

2. Services
- A. Funeral luncheons are provided for church members or regular constituents at a suggested donation of \$2 per person. Funeral luncheons are generally not offered to non-members.
 - B. Pastor's fee—this is usually paid to the pastor by the family or the funeral home. If the deceased is a member of the church, it is up to the family to decide the donation. If the deceased is not a member of the church, the nominal fee is \$100.
 - C. Organist Fee
 For rehearsal and wedding (see Wedding Fees)
 For funerals \$100
 This is usually paid to the organist by the funeral home.
 - D. Soloist fee when supplied by the church (minimum) \$ 40
 - E. All fees for church facilities, organist and soloist, when soloist is supplied by the church, shall be made to the First United Methodist Church and brought to the Church Office three days prior to the event.

VIII. ADDITIONAL REGULATIONS FOR WEDDINGS

- A. No confetti, birdseed, or rice may be thrown at any time for a wedding. Bubbles may be used outside of the church building only.
- B. No flash photography may be taken during the wedding ceremony. The minister or wedding coordinator must be consulted in reference to any photographs taken in the church.
 At no time is the photographer allowed to disrupt the ceremony by walking among the bridal party and altar area and taking pictures. The balcony and sacristy are acceptable areas from which pictures may be taken.
- C. The use of the building for weddings and rehearsals must be reserved through the Church Office or Senior Pastor.
- D. No alcoholic beverages and no smoking is permitted in the church building or church grounds. Members of a wedding party will absolutely refrain from the use of alcoholic beverages before the rehearsal or the ceremony.

II. USE OF WESLEY HALL

- A. The use of Wesley Hall (gymnasium) as to time and date must be cleared with the church office to avoid conflicting activities, and to ensure insurance coverage.
- B. Responsible adult supervision is to be in attendance at all times, including practice sessions.
- C. Gym shoes must be worn during athletic activities.
- D. For decorating purposes, use only hooks that are provided for hanging or decorating. (No masking tape, Scotch tape, etc.)

III. USE OF THE KITCHEN AND KITCHEN EQUIPMENT

- A. The large kitchen equipment, including stoves and dishwasher shall be used only by trained personnel.
- B. No kitchen equipment is to be loaned out to any individual or outside organization without permission from the Board of Trustees or their representatives.
- C. All small portable kitchen equipment may be taken from the church to be used for any church function, but must be checked out and returned at the church office. Equipment must not be kept out for longer than 48 hours without special permission.
- D. Dishes, tableware, cooking utensils, etc., may be used by any organization or family that has secured the use of Wesley Hall. Breakage or loss is the responsibility of the organization or family.
- E. Kitchen and kitchenette rules:
 1. Everything should be returned to its proper place after use.
 2. All food must be removed from the premises at the completion of the event or put in dumpster.
 3. All privately owned utensils and containers should be removed from the premises within 48 hours after the completion of the event.
 4. All surface areas must be cleared, cleaned and dried before leaving.
 5. Towels and linens used by any individual or group within the church must be taken home, laundered and returned within one week.

IV. PARLOR

- A. The Parlor, like the rest of the building, should be used in a careful and considerate manner.
- B. Groups scheduling the Parlor for appropriate functions are responsible for leaving the room in the condition in which it was found.

V. PROGRAM SCHEDULING

All activities to be held in any part of the church building shall be placed on the church calendar as far in advance as possible. Dates for all activities shall be cleared with the church office to avoid conflict with other activities.

VI. KEYS TO CHURCH PROPERTY

- A. Key control cabinet: a key cabinet shall be placed in the church office. It shall contain a duplicate of all church keys properly identified. A church key shall be in the possession of the following:
 The ministers Organist
 Church staff Custodian
 Head Ushers Security
 Maintenance Committee Chairperson
 Board of Trustees Chairperson
- B. These keys are not to be loaned to other persons.
- C. Recall of keys: keys may be recalled at any time by action of the Board of Trustees.
- D. All rooms are to be locked when not in use.

VII. SCHEDULE OF FEES

- 1. Use of Church building
 - A. Member of Church
 - 1. "Member" for weddings and receptions applies to bride, groom or the immediate family of either bride or groom (mother or father).
 - 2. For other activities by member is meant the individual himself/herself belongs to First United Methodist Church.
 - 3. A donation to cover operating expenses (custodial and utility) is always appreciated.

- B. Contributing Constituents and Connectional Members
 - 1. "Contributing constituents" applies to non-members who have attended church for at least Six (6) months and contribute regularly.
 - 2. "Connectional member" is meant a member in good standing in any United Methodist Church. This will be determined by the pastor contacting the pastor of the church in which the individual is a member.
 - 3. A donation to cover operating expenses (custodial and utility) is always appreciated.
- C. Non-members
 - 1. "Non-member" is meant to be a person who is not a member of the church and who does not attend regularly.
 - 2. A general fee to cover operating expenses will be charged to all non-members.
- D. Non-Profit Organizations - See I. General
 - 1. Non-Profit Organizations are community, charitable and church-related organizations and must have the approval of the Board of Trustees except where the Discipline directs otherwise.
 - 2. A donation to cover operating expenses (custodial and utility) is always appreciated.
- E. There shall be no charge for use of the Sanctuary for funeral services.

BUILDING USE FEE SCHEDULE FOR NON-MEMBERS

Sanctuary	\$200
Chapel	75
Epworth Room	150
Wesley Hall	200
Parlor	100
Kitchen	140
Classrooms	30

There is no charge for Members/Constituents or Non-profit organizations although donations are accepted. All parties are required to complete a Building Use Form and provide a refundable deposit.